

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.19**  
(ID # 29911)

**MEETING DATE:**  
Tuesday, May 12, 2026

**FROM :** PROBATION

**SUBJECT:** PROBATION DEPARTMENT: Approve the purchase of public transportation bus passes from Riverside Transit Agency (RTA) for a five-year period, without seeking competitive bids for an aggregate amount not to exceed \$500,000, effective July 1, 2026 through June 30, 2031; All Districts. [Total Cost: \$500,000; 100% Department Funds]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the purchase of public transportation bus passes from Riverside Transit Agency (RTA) for a five-year period, without seeking competitive bids for an aggregate amount not to exceed \$500,000, effective July 1, 2026 through June 30, 2031; and
2. Direct the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of funding, to issue Purchase Orders to RTA for the purchase of bus passes consistent with the approved Single/Sole Source Justification, provided the annual amount does not exceed \$100,000 and all purchases remain within the approved term and scope.

**ACTION:**

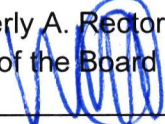
  
Christopher Wright, Chief Probation Officer 4/29/2026

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Gutierrez, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez  
Nays: None  
Absent: None  
Date: May 12, 2026  
xc: Probation

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$0	\$ 100,000	\$ 500,000	\$ 0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$ 0
<b>SOURCE OF FUNDS: 100% Department Funding</b>			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> FY 2026–27 through FY 2030–31	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Probation Department is requesting Board of Supervisors approval to utilize Single/Sole Source Justification to purchase public transportation bus passes from Riverside Transit Agency (RTA) for Probation clients. RTA operates the fixed-route public transportation system serving the County of Riverside.

Access to reliable transportation remains a significant barrier for many Probation clients, particularly those who are economically disadvantaged or lack access to a personal vehicle. Without dependable means of travel, individuals may be unable to consistently attend required court appearances, Probation appointments, treatment services, educational programming, and employment opportunities. These barriers increase the likelihood of noncompliance, which may result in technical violations and further system involvement.

The distribution of bus passes will facilitate consistent participation in mandated and voluntary services, including behavioral health treatment, substance use disorder programs, cognitive behavioral interventions, and workforce development activities. Ensuring access to these services is critical to addressing criminogenic needs, reducing recidivism, and improving long-term outcomes for individuals under supervision.

The provision of transportation assistance to individuals under Probation supervision supports compliance with court-ordered conditions and access to rehabilitative and supportive services. This approach is consistent with applicable statutory authority, including Welfare and Institutions Code sections 18220 and 18221, and Penal Code section 1203.14, which support the delivery of supervision-related services and interventions for individuals under Probation supervision.

**Impact on Residents and Businesses**

The provision of public transportation bus passes to individuals under supervision by the Riverside County Probation Department will improve access to essential services, employment opportunities, and educational programs, thereby supporting successful rehabilitation and reintegration into the community. For residents, this initiative promotes increased compliance with court-ordered obligations and participation in evidence-based treatment and support services. Improved access to these services contributes to reduced recidivism, enhanced public safety, and stronger, more stable communities. For justice-involved youth and their families,

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

transportation assistance supports school attendance, family engagement, and involvement in pro-social activities, which are critical to positive youth development outcomes.

**Additional Fiscal Information**

Approval of this item will result in costs associated with the procurement of public transportation bus passes for distribution to eligible probation clients. The total cost is not to exceed \$100,000 annually and \$500,000 for the five-year period and will be funded through existing appropriations within the Riverside County Probation Department budget. No additional County General Fund contribution is required. Actual expenditures may vary annually based on client need.

**Contract History and Price Reasonableness**

Riverside Transit Agency (RTA) operates the fixed-route public transportation system serving the County of Riverside and is the sole provider of these services within the region. Ordinance No. 459 allows for the award of contracts with public agencies without competitive bidding due to the collaborative nature of services provided.

Probation has historically utilized RTA for bus pass services to support client transportation needs. Prior Board approval was obtained under Agenda Item 3.12, dated September 21, 2021. Pricing for bus passes is established by RTA and applied uniformly to all public and governmental users. Rates are based on a publicly available fare schedule and are fixed and non-negotiable as part of a public transit system. As such, pricing is considered fair and reasonable.

The current fare structure includes:

- 1-Day Pass (Local): \$5.00
- 1-Day Pass (Commuter + Local): \$10.00
- 7-Day Pass (Local): \$20.00
- 30-Day Pass (Local): \$60.00
- 30-Day Pass (Commuter + Local): \$95.00

**ATTACHMENTS:** SSJ - Riverside Transit Agency (Bus Passes for Probation Clients)

  
Rebecca S Cortez, Principal Management Analyst 5/7/2026

  
Aaron Gettis, Chief Deputy County Counsel 5/6/2026

◆ **Current RTA Bus Pass Pricing (General Fare)**

*(most commonly used for County programs)*

- **1-Day Pass (Local): \$5.00**
- **1-Day Pass (Commuter + Local): \$10.00**
- **7-Day Pass (Local): \$20.00**
- **30-Day Pass (Local): \$60.00**
- **30-Day Pass (Commuter + Local): \$95.00**

<https://www.riversidetransit.com/index.php/fares-a-passes/order-passes-online>

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Shopping Cart

5 - \$190.00

	General 1 Day Pass   Local	x 1	\$5.00	
	General 1 Day Pass   Commuter + Local	x 1	\$10.00	
	General 7 Day Pass   Local	x 1	\$20.00	
	General 30 Day Pass   Commuter + Local	x 1	\$95.00	
	General 30 Day Pass   Local	x 1	\$60.00	

Sub-Total:	\$190.00
Total:	\$190.00

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# RIVERSIDE COUNTY PROBATION DEPARTMENT

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Date: [Monday, May 11, 2026](#)

From: Chief Christopher H. Wright, Chief Probation Officer

To: Purchasing Agent

Via: Jesus (Jesse) Galvan, Administrative Services Analyst II (951) 955-0373

Subject: Request for Single Source Procurement – Riverside Transit Agency (Bus Passes for Probation Clients)

The below information is provided in support of my department requesting review for a single or sole source purchase/agreement with a cost of \$5,000 or more for goods and/or services.

Single Source     Sole Source

Supporting Documents: indicate which are included in the request from the list below.

- Supplier Quote     Supplier Sole Source Letter     Final draft agreement
- Final draft Form 11     H-11 approved by RCIT/TSOC     Grant Agreement
- Other: Riverside Transit Agency fare schedule and publicly available transit program information.

1. Requested Supplier Name: Riverside Transit Agency (RTA) Supplier ID: 10311
  - a. Describe the goods/service being requested: Bus Passes (1-day, 7-day and 30-Day Pass)

The Riverside County Probation Department is requesting the continued purchase of public transportation bus passes from the Riverside Transit Agency (RTA) to support justice-involved individuals under Probation supervision. These bus passes are used to ensure client access to court appearances, treatment services, employment, education, and other mandated programs necessary for compliance with Probation conditions and successful reentry.
  - b. Explain the unique features of the goods/services being requested from this supplier:

Riverside Transit Agency (RTA) operates the fixed-route public transportation system serving the County of Riverside. Bus passes issued by RTA are uniquely compatible with its fare system, routes, and operational infrastructure, and no other vendor can provide equivalent passes valid for use on RTA transit services.

c. What are the operational benefits to your department?

The availability of RTA bus passes directly supports Probation's operational mission by reducing transportation barriers that could otherwise result in missed court appearances, treatment sessions, or program participation. This improves client compliance, reduces failure-to-appear risks, and supports timely access to mandated services. The use of RTA passes also allows Probation to efficiently distribute transportation assistance without the administrative burden of managing alternative transportation arrangements or reimbursements.

d. Provide details on any cost benefits/discounts.

RTA offers standardized, publicly established fare rates that ensure transparent and predictable pricing. Utilizing RTA's existing fare structure eliminates the need for separate procurement, vendor negotiation, or administrative overhead associated with alternative transportation services. This approach represents the most cost-effective and administratively efficient option for providing transportation assistance to Probation clients within Riverside County.

2. Can this request be formally bid out or procured using a viable solution such as an existing cooperative agreement or existing contract with another department or public entity?

Yes  No

a. If yes, please explain why you are requesting to utilize an SSJ process?

N/A This request cannot be competitively bid because bus passes valid for use on Riverside Transit Agency (RTA) routes are specific to RTA's fare system and are not interchangeable with any other provider. As a result, no cooperative agreement or alternative public entity contract is available to meet this operational need.

3. Has your department previously requested/received an assigned tracking number for a single or sole source request for this Supplier for the goods/service requested now? (If yes, please provide the reviewed single or sole source tracking number).

Yes SSJ# \_\_\_\_\_  No

a. What was the total annual and aggregate amount? \_\_\_\_\_ N/A \_\_\_\_\_

4. Identify all costs for this requested in the table below:

If review is for multiple years, all costs must be identified below:

Description:	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	Total
On-Going Costs:						
Bus Passes 1, 7, and 30 Day.	100,000	100,000	100,000	100,000	100,000	500,000
Other Costs:						
Total Costs	100,000	100,000	100,000	100,000	100,000	500,000

Note: Insert additional rows as needed

5. Period of Performance: July 1, 2026 – June 30, 2031

Ratify Start Date (if applicable): N/A

Initial Term Start Date: N/A End Date: N/A

Number of renewal options (please provide those options: (i.e., one year with an option to renew four additional one-year periods): N/A

Aggregate Term/End Date: June 30, 2031

Purchases will be executed through annual purchase orders not to exceed \$100,000 per fiscal year within the approved aggregate amount.

6. Projected Board of Supervisor Date (if applicable): N/A

**By signing below, I certify that all contractual and legal requirements to do business with the selected supplier has been fully vetted and approved.**

Christopher H. Wright \_\_\_\_\_ Chris H. Wright \_\_\_\_\_ 5/11/2026  
**Print Name** **Department Head Signature** **Date**  
 (Executive Level Designee)

"To be signed by Chief Wright or Assistant Chief Natalie Rivera (Executive Level Designee)."

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**PCS Reviewed:**

PATRICK MEEKS \_\_\_\_\_ [Signature] \_\_\_\_\_ 5/11/2026  
**Print Name** **Signature** **Date**

Note: Once signed by the Department Head and PCS (signature lines above), the PCS will e-mail completed SSJ form with supporting documents to [psolesource@rivco.org](mailto:psolesource@rivco.org), and cc: Supervising PCS. Please reach out to your assigned PCS with any questions.

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**The section below is to be completed by the Purchasing Agent or designee.**

**Purchasing Department Review and Comments:** \_\_\_\_\_

Not to exceed:

One-time \$ \_\_\_\_\_

Annual Amounts reflected in completed chart for Question #4

Total Cost \$ 500,000

Aggregate Amount \$ \_\_\_\_\_

*Stacy Orton*

5/11/2026

26-163

**Purchasing Agent Signature**  
(Reference on Purchasing Doc)

**Date**

**Tracking Number**